



CITY OF BOULDER
Planning and Development Services Center
1739 Broadway, third floor ♦ P.O. Box 791 ♦ Boulder, Colorado 80306
Phone: 303-441-1880 ♦ Fax: 303-441-3241 ♦ Web: boulderplandevlop.net

LAND USE REVIEW APPLICATION FORM

APPLICATION DEADLINE IS 10 A.M. THE FIRST AND THIRD MONDAY OF EACH MONTH.

The types of reviews for which this form is used and a fee schedule are listed on page 2. Application requirements and required separate attachments for each review type are on page 3. **Inaccurate or incomplete information will result in rejection of the application.**

GENERAL DATA

(To be completed by the applicant.)

PROPERTY

- Street Address (or general location if not addressed): 3151 Pearl St. Boulder, CO 80301
- Legal Description: Lot _____ Block _____ Subdivision _____ (or attach description)
- Lot Area (in square feet or acres): 3.2 Acres Existing Zoning: MU-4
- Existing Use of Property: Vacant Land

TYPE OF REVIEW (From page 2) Concept Review and Comment

PROPOSAL

- Description of proposal (Include proposed use and summarize number and size of units/buildings/lots, as applicable):

This proposal is for a Transit Oriented Development consisting of a Bus Rapid Transfer Station for the Regional Transportation District, 78 Affordable Housing Units, a 135 room hotel, the renovation of the existing Train Depot (appr. 5400 sq.ft.) and a parking structure with 360 parking Spaces.

- Name of Development: RTD TOD at boulder Junction
- Name of Applicant: Scott Pedersen E-mail: Scott@pedersendevelopment.com
- Address: P.O. Box 328 Phone: (720) 352-4794
- City: Boulder State: CO Zip Code: 80306 FAX: _____
- Contact Person (if not applicant): _____ E-mail: _____
- Address: _____ Phone: _____
- City: _____ State: _____ Zip Code: _____ FAX: _____

STAFF USE ONLY

Application received by: _____ Date/Time: _____ Review # _____
Case Manager: _____ Track #: _____ File Name _____
Subcommunity: _____ Project Name: _____ Coord.: _____
Fee: _____ Receipt #: _____ Check #: _____

REVIEW TYPES, REQUIREMENTS AND FEES

To indicate the type of review requested, check the appropriate box and any applicable subcategories. If more than one review type is requested, pay the fee for each. Payment can be made with Visa, MasterCard (maximum transaction amount of \$2,500), or by check payable to the City of Boulder.

Applications will not be processed until all required information is provided.		Staff Use Only		
Type of Review Check the appropriate Review Type on the left	Application Requirements (See key on page 3.)	Fees		
		Initial Application ¹	Planning Board Administrative Fee ²	Hourly Billing ³
ANNEXATION/INITIAL ZONING <input type="checkbox"/> Simple Single-Family Residential <input type="checkbox"/> Standard <input type="checkbox"/> Complex Each additional annexation agreement	1,3,4,5,6,9,10,11,20,21	\$5,000 \$15,000 \$20,000 \$2,500	\$1,580 \$1,580 \$1,580 N/A	N/A N/A N/A N/A
ANNEXATION FEASIBILITY STUDY	3,4,5,20,28	\$2,100	N/A	N/A
X CONCEPT PLAN REVIEW AND COMMENT	1,6,22,23,31,33	\$8,915	\$1,580	N/A
OUTSIDE CITY UTILITY PERMIT	3,4,5,6,11,19,21,29	\$4,680	N/A	\$131/hr
PRELIMINARY PLAT FOR SUBDIVISION	1,2,3,4,5,6,11,12,13,15,20,21,24,29,33	\$4,680	N/A	\$131/hr
MINOR SUBDIVISION (Only one new lot created)	1,2,3,4,5,6,11,13,15,20,21,24,25,26,29,33	\$1,050	N/A	\$131/hr
REZONING	1,3,4,5,6,20,29,33	\$14,040	\$1,580	\$131/hr
SITE REVIEW <input type="checkbox"/> Site Review	1,3,4,5,6,7,8,11,12,15,18,20,21,24,29,32 33,34 For height modification, add 16,17	\$4,680 \$8,885 \$24,895	\$1,580 \$1,580 \$1,580	\$131/hr \$131/hr \$131/hr
<input type="checkbox"/> Site Review with a height modification (structures less than "9-7-1" principal building height) USE REVIEW <input type="checkbox"/> Standard <input type="checkbox"/> Non-conforming use and non-standard lots and building	1,3,4,5,6,7,15,16,24,29 1,3,4,5,6,7,8,18,20,21,29,33	\$1,760 \$2,100 \$1,760	N/A \$1,580 \$1,580	\$131/hr \$131/hr \$131/hr
EXTENSION OF DEVELOPMENT APPROVAL- PLANNING BOARD (SECTION 9-2-12)	27	\$1,580	N/A	N/A
VACATION-STREET, ALLEY, ACCESS EASEMENTS Vacation Feasibility Study Only Right-of-Way/Access Easement Vacation (\$5,230+\$4,000)	3,4,5,6,7,14 1,3,4,5,6,7,14	\$4,000 \$9,230	N/A N/A	N/A N/A
MINOR AMENDMENT TO AN APPROVED SITE PLAN (SECTION 9-2-14(I))	1,3,4,5,6,7,8,11,12,15,18,20,21,24,29	\$2,100	\$1,580	\$131/hr

¹ Where multiple review types apply, pay the fee for each type of review

² Planning Board fee will be assessed at time of application. The fee will be refunded if application is withdrawn prior to the item being published on an agenda. Hourly billing continues to apply.

³ Where hourly rates are indicated, hourly charges will begin immediately after issuance of the initial staff review comments. Applicant will be billed monthly for hourly charges. Please refer to acknowledgement of obligation form for details.

⁴ Will apply as credit to initial annexation application fee if submitted within the same calendar year.

APPLICATION REQUIREMENTS KEY

This key corresponds to the numbers listed on page 2. Attachments noted below are available at the Planning and Development Services Center, and include **checklists that must be completed and submitted with your application**. Application materials must be submitted in multiple, collated packets, with one complete packet marked "Original." Each packet must include one of every required plan, statement, etc. Every packet must include a cover sheet indicating the materials contained in that packet. Where less than 15 copies of an item is required, the cover sheets should clearly indicate which packets contain those items. **Do not duplicate materials for multiple application types.**

Check the requirements for your application.

- ☒ 1. A completed **sign posting acknowledgment form** signed by the applicant.
- ☐ 2. **Names and addresses of tenants** of property abutting the subject property typed on mailing labels. Also provide one (1) copy of all labels.
- ☐ 3. Three (3) copies of an **improvement survey** or improvement location certificate by registered surveyor.
- ☐ 4. One (1) copy of the subject property's **legal description**, printed clearly on an 8 1/2" x 11" sheet.
- ☐ 5. Fifteen (15) copies of a **vicinity map** (8 1/2" x 11") indicating the application site and adjacent streets.* If site is less than one acre, map must be drawn at a minimum of 1": 200' scale. **For Concept Plan and Site and Use Reviews**, also include the vicinity map on the required site plan.
- ☒ 6. Fifteen (15) copies of a **written statement** that describes the proposal and indicates how the application meets all applicable review criteria and specifying any requested variances. See appropriate review attachment.*
- ☐ 7. Fifteen (15) prints of **site development plans**, meeting the requirements contained in the applicable Site Review, Use Review, or Vacation attachments. **The checklists within the attachment(s) must be filled out and submitted with the plans to verify completeness.***
- ☐ 8. Fifteen (15) prints drawn to a standard scale (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") of **architectural plans** of existing structure(s) and any proposed additions or renovations. Refer to the appropriate review attachment for a list of specific plan requirements.
- ☐ 9. Fifteen (15) prints of an **annexation map**, drawn to a standard scale (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") and prepared by a registered surveyor. See *Annexation* attachment for specific requirements.
- ☐ 10. **Annexation petition** (one original and one copy) signed by the property owners. Copy included in *Annexation* attachment.
- ☐ 11. Fifteen (15) (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") of a **utility plan or utility connection plan**, depending on whether public improvements are required. See appropriate review attachment for specific requirements.
- ☐ 12. Fifteen (15) prints (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") of **conceptual stormwater** and **preliminary stormwater plans** and two (2) copies of **conceptual stormwater** and **preliminary stormwater reports**, depending on whether public improvements are required. See appropriate attachments for specific requirements.
- ☐ 13. Fifteen (15) prints of a **preliminary plat** (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See *Preliminary Plat for Subdivision* attachment for plat requirements. (Also, refer to *Technical Document Review Application* and *Subdivision - Final Plat* attachment for final plat requirements.)
- ☐ 14. Signatures from **electric/gas, telephone, and cable** company representatives.
- ☐ 15. A **shadow analysis**, drawn to a standard scale (no larger than 24"x36", folded to 9"x12"). See *Site Review* attachment for specific requirements.
- ☐ 16. Fifteen (15) prints of **architectural plans**, drawn to a standard scale, with an explanation of how height was calculated, according to the city code definition of height. Include documentation of useable open space and how the proposal accommodates pedestrians including proposed uses, percent of transparent materials (glass) on the ground level, and proposed signage and graphics.
- ☐ 17. For development in the **downtown area DT zone districts (DT-1, DT-2, DT-3, DT-4, and DT-5)**, a **model**, at a scale of no less than 1": 30' of the properties within 100' of the subject property and a **perspective drawing** of the proposed building(s), drawn from street level.
- ☐ 18. A signed **Vested Property Rights Option Form** (one original and one copy).
- ☐ 19. For **Temporary Water Utility permits only**, a statement from the Boulder County Health Department that an emergency condition exists.
- ☐ 20. Fifteen (15) copies of a completed *Land Use Review Project Fact Sheet*.

- ☐ 21. Two (2) copies of a **current title insurance commitment** or attorney memorandum, based on an abstract of title.
- ☒ 22. Fifteen (15) copies of a **context map**, drawn to a standard scale (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"), showing the site and an area of not less than 300' radius around the site, including streets, zoning, general location of buildings, and parking areas of abutting properties.
- ☒ 23. Fifteen (15) copies of a scaled and dimensioned **schematic drawing** of the site development concept and an area of not less than 200' around the site and **architectural character sketches** (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See the **concept plan** attachment for more specific requirements of these drawings.
- ☐ 24. One copy of **notification sent to each Mineral Estate Owner**. See sections 9-4-3(e) or 9-12-7(c) for requirements or written certification that the applicant performed a Mineral Estate search and found no owners.
- ☐ 25. Five (5) copies (no larger than 24"x36" folded to 9"x12") of **final plat**. See *Final Plat for Subdivision* attachment for plat requirements.
- ☐ 26. Computer check to assure that the exterior lines of the subdivision on the final plat close.
- ☐ 27. Fifteen (15) copies of a written statement including the case number of the development approval requested for extension, the original Notice of Decision, including all conditions of approval, the reasons for the extension and an explanation how the request for extension complies with each of the criteria for extension found in Section 9-2-12 (b), B.R.C. 1981.
- ☐ 28. Three (3) copies each of a completed Plumbing Fixture Count Form, and a completed Housing and Development Excise Tax Form.
- ☐ 29. One signed Acknowledgement of Obligation to Pay form for applications that may include hourly billing.
- ☐ 30. A written statement describing how the proposed land use designation change would meet the criteria and procedures of the Boulder Valley Comprehensive Plan as listed in the appropriate attachment.
- ☒ 31. Two (2) copies of the **trip generation analysis** and **trip distribution analysis** in accordance with sections 2.03(J) and 2.03(K) of the City of Boulder Design and Construction Standards.
- ☐ 32. Three (3) copies of the **travel demand management (TDM) plan** which outlines strategies to mitigate traffic impacts created by the proposed development and implementable measures for promoting alternative modes of travel, in accordance with section 9-2-14(D), B.R.C., 1981 and section 2.03(I) of the City of Boulder Design and Construction Standards.
- ☒ 33. Two (2) copies each of the Preliminary Determination of Inclusionary Housing Compliance form. Only applies to projects that include residential or a mixture of uses that include residential uses. See the Inclusionary Housing handout for specific requirements and form or go online to www.boulderaffordablehomes.com.
- ☐ 34. Two (2) copies of a **tree inventory** that includes the location, size, species and general health of all trees with a diameter of six (6) inches and over measured fifty-four (54) inches above the ground on the property or in the landscape setback of any property adjacent to the development. The inventory shall indicate which trees will be adversely affected and what if any steps will be taken to mitigate the impact on the trees. The tree inventory shall be prepared by a certified arborist that has a valid contractor license pursuant to [chapter 4-28](#), "Tree Contractor License," B.R.C.

* Seven (7) copies of requested materials required for height modifications which are less than "9-7-1" principal building height limits.

Application Requirements

Land Use Review Application		Standard Application Requirements	Electronic Application Requirements		
Document Key	Document Description	Hard Copies Required	Hard Copies Required	Electronic Copies Required	Required Electronic Document Names
	Completed LUR Application	1	1	1	0_LUR Application
1	Completed sign posting acknowledgment form signed by the applicant.	1	1	1	1_Sign posting
2	Names and addresses of tenants of property abutting the subject property typed on mailing labels. Also provide one (1) copy of all labels.	1	1	1	2_Names and addresses
3	Improvement survey or improvement location certificate by registered surveyor.	3	2	1	3_Survey/ILC
4	Legal description of the subject property, printed clearly on an 8 1/2" x 11" sheet.	1	1	1	4_Legal Description
5	Vicinity map (8 1/2" x 11") indicating the application site and adjacent streets.* If site is less than one acre, map must be drawn at a minimum of 1": 200' scale. For Concept Plan and Site and Use Reviews, also include the vicinity map on the required site plan.	15	5	1	5_Vicinity Map
6	Written statement that describes the proposal and indicates how the application meets all applicable review criteria and specifying any requested variances. See appropriate review attachment.*	15	5	1	6_Written Statement
7	Site development plans, meeting the requirements contained in the applicable Site Review, Use Review, or Vacation attachments. The checklists within the attachments must be filled out and submitted with the plans to verify completeness.*	15	5	1	7_Site Plans
8	Architectural plans (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") drawn to a standard scale of existing structure(s) and any proposed additions or renovations. Refer to the appropriate review attachment for a list of specific plan requirements.	15	5	1	8_Architectural Plans
9	Annexation map (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"), drawn to a standard scale and prepared by a registered surveyor. See Annexation attachment for specific requirements.	15	5	1	9_Annexation Map
10	Annexation petition (one original and one copy) signed by the property owners. Copy included in Annexation attachment.	2	1	1	10_Annexation Petition
11	Utility connection plan, depending on whether public improvements are required (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See appropriate review attachment for specific requirements.	15	5	1	11_Utility Plan
12	Conceptual stormwater and preliminary stormwater plans (no less than 18"x24" and no larger than 24"x36," folded to 9"x12") and two (2) copies of conceptual stormwater and preliminary stormwater reports, depending on whether public improvements are required. See appropriate attachments for specific requirements.	15 + 2	5	1	12_Stormwater
13	Preliminary plat (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"). See Preliminary Plat for Subdivision attachment for plat requirements. (Also, refer to Technical Document Review Application and Subdivision - Final Plat attachment for final plat requirements.)	15	5	1	13_Preliminary Plat
14	Signatures from electric/gas, telephone, and cable company representatives.	1	1	1	14_Utility Signatures
15	A shadow analysis (no larger than 24"x36," folded to 9"x12"), drawn to a standard scale. See Site Review attachment for specific requirements.	1	1	1	15_Solar Analysis
16	Architectural plans, drawn to a standard scale, with an explanation of how height was calculated, according to the city code definition of height. Include documentation of	15	5	1	16_Architectural Plans_Height
17	For development in the downtown area DT zone districts (DT-1, DT-2, DT-3, DT-4, and DT-5), a model, at a scale of no less than 1": 30' of the properties within 100' of the	1	1	1	17_Downtown Model
18	Signed Vested Property Rights Option Form (one original and one copy).	2	1	1	18_Vested Property Rights


Application Requirements

Land Use Review Application		Standard Application Requirements	Electronic Application Requirements		
Document Key	Document Description	Hard Copies Required	Hard Copies Required	Electronic Copies Required	Required Electronic Document Names
19	For Temporary Water Utility permits only , a statement from the Boulder County Health Department that an emergency condition exists.	1	1	1	19_Boulder County Health Condition
20	Completed Land Use Review Project Fact Sheet	15	2		20_Project Fact Sheet
21	Current title insurance commitment or attorney memorandum, based on an abstract of title.	2	2	1	21_Title Insurance
22	Context map (no less than 18"x24" and no larger than 24"x36," folded to 9"x12"), drawn to a standard scale, showing the site and an area of not less than 300' radius.	15	1	1	22_Context Map
23	Scaled and dimensioned schematic drawing of the site development concept and an area of not less than 200' around the site and architectural character sketches (no	15	5	1	23_Schematic_Architectural Sketches
24	Notification sent to each Mineral Estate Owner . See sections 9-4-3(e) or 9-12-7(c) for requirements or written certification that the applicant performed a Mineral Estate	1	1	1	24_Mineral Estate
25	Final plat (no larger than 24"x36" folded to 9"x12"). See Final Plat for Subdivision attachment for plat requirements.	5	5	1	25_Final Plat
26	Computer check to assure that the exterior lines of the subdivision on the final plat close.	1	1	1	26_Computer Check
27	Written statement including the case number of the development approval requested for extension, the original Notice of Decision, including all conditions of approval, the reasons for the extension and an explanation how the request for extension complies with each of the criteria for extension found in Section 9-2-12 (b), B.R.C. 1981.	15	5	1	27_Written Statement
28	Completed Plumbing Fixture Count Form , and a completed Housing and Development Excise Tax Form. (Three (3) copies each)	3	1	1	28_Plumbing Fixture Count
29	Signed Acknowledgement of Obligation to Pay form for	1	1	1	29_Obligation to Pay Form
30	Written statement describing how the proposed land use designation change would meet the criteria and procedures of the Boulder Valley Comprehensive Plan as listed in the appropriate attachment.	1	2	1	30_Written Statement
31	Trip generation analysis and trip distribution analysis in accordance with sections 2.03(J) and 2.03(K) of the City of Boulder Design and Construction Standards.	2	1	1	31_Trip Generation_Trip Distribution
32	Travel demand management (TDM) plan which outlines strategies to mitigate traffic impacts created by the proposed development and implementable measures for promoting alternative modes of travel, in accordance with section 9-2-14(D), B.R.C., 1981 and section 2.03(I) of the City of Boulder Design and Construction Standards.	3	1	1	32_TDM Plan
33	Preliminary Determination of Inclusionary Zoning Compliance form (Two (2) copies each). Only applies to projects that include residential and mixed uses. See the Inclusionary Zoning handout for specific requirements and	2	1	1	33_Inclusionary Zoning
34	A Tree Inventory that includes the location, size, species and general health of all trees with a diameter of six (6)	2	2	1	34_Tree Inventory


PERSONS IN INTEREST

Names of all persons and companies who hold an interest in the described real property, whether as owner, lessee, optionee, mortgagee, etc. Application will not be accepted without the required signatures or a letter of authorization. Attach additional sheets as necessary.

☒ Owner ☐ Lessee ☐ Mortgage ☐ Other _____

♦ Name (s): Regional Transportation District E-mail: Edward.Gonzales@rtd-denver.com
♦ Interest: OWNER
♦ Address: 1600 Blake St. Telephone: (303) 299-2256
♦ City: Denver State: CO Zip Code: 80202 FAX: (303) 299-2010
♦ Signature: 

☐ Owner ☐ Lessee ☐ Mortgage ☒ Other DEVELOPER

♦ Name (s): SCOTT PEDERSEN E-mail: SCOTT.PEDERSEN@DEVELOPMENT.COM
♦ Interest: APPLICANT REPRESENTATIVE
♦ Address: PO BOX 328 Telephone: 720 352 4794
♦ City: BOULDER State: CO Zip Code: 80306 FAX: _____
♦ Signature: 


☐ Owner ☐ Lessee ☐ Mortgage ☐ Other _____

♦ Name (s): _____ E-mail: _____
♦ Interest: _____
♦ Address: _____ Telephone: _____
♦ City: _____ State: _____ Zip Code: _____ FAX: _____
♦ Signature: _____

OWNER/APPLICANT CERTIFICATION

(This certification may be completed by an applicant, owner or other representative.)

I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of those persons listed above without whose consent the requested action cannot lawfully be accomplished. I understand that there may be additional fees required to complete the land use review process.

• Name: Edward Gonzales Title: Purchasing Agent
• Address: 1600 Blake St Telephone: 303-299-2256
• City: Denver State: CO Zip Code: 80202
• Signature: 

SIGN POSTING REQUIREMENTS APPLICANT'S ACKNOWLEDGMENT FORM

Required for Certain Land Use Review, Administrative Review, and Technical Document Review Applications

CITY CODE REQUIREMENT FOR SIGN POSTING OF LAND USE REVIEW APPLICATIONS -

Excerpt of Section 9-4-3(c), B.R.C. 1981: Public Notice of Application: The city manager will provide the following public notice of a development review application:

(1) Posting: After receiving such application, the manager will cause the property for which the application is filed to be posted with a notice indicating that a development review application has been made, the type of review requested, and that interested persons may obtain more detailed information from the planning department. The notice shall meet the following standards:

(A) The notice shall be placed on weatherproof signs that have been provided by the City and placed on the property that is the subject of the application.

(B) All such notice shall be posted no later than ten days after the date the application is filed to ensure that notice is posted early in the development review process.

(C) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.

(D) The signs shall remain in place during the period leading up to a decision by the approving authority, but not less than ten days.

(E) On or before the date that the approving authority is scheduled to make a decision on the application the city manager will require the applicant to certify in writing that required notice was posted according to the requirements of this section.

I, Scott Pedersen, am filing a Land Use Review or Technical Document Review
(PRINT NAME OF APPLICANT OR CONTACT PERSON)
application [on behalf of the property owner(s)] RTD for property located
(PRINT NAME OF OWNER(S) IF OTHER THAN APPLICANT/CONTACT)
at 3151 Pearl St. I have read the city's sign posting requirements above and acknowledge and
(PRINT PROPERTY ADDRESS OR LOCATION)
agree to the following:

1. I understand that I must use the sign(s) that the city will provide to me at the time that I file my application. The sign(s) will include information about my application and property location to provide required public notice.
2. I am responsible for ensuring that the sign(s) is posted on the property described above in such a way that meets the requirements of Section 9-4-3(c), B.R.C. 1981 (listed above), including visibility of the sign(s) and time and duration of the sign(s) posting, and including reposting any signs that are removed, damaged, or otherwise displaced from the site. As necessary, I shall obtain a replacement sign(s) from the city for reposting.
3. I understand that certain future changes to my application, including but not limited to, changes to the project description or adding a review type, may require that I post a new sign(s). The city will notify me if such a reposting is required and provide me with a necessary replacement sign(s).
4. I understand that failing to provide the public notice by sign posting required by the city's land use regulation may result in a delay in the city's issuing a decision or a legal challenge of any issued decision.


NAME OF APPLICANT OR CONTACT PERSON

3/7/11
DATE

Please keep a copy of this signed form for your reference. If you have any questions about the sign posting requirements or to obtain a replacement sign, please call 303-441-1880.



**ACKNOWLEDGEMENT OF OBLIGATION TO PAY
PLANNING AND DEVELOPMENT SERVICES (P&DS)
HOURLY BILLING CHARGES**

This form is provided to inform you of the obligation to pay the hourly rate after initial comments are issued by the city for your development review application. Refer to the Schedule of Fees for the effective hourly rate.

I, Pedersen Development Company, as the "Applicant," am
(PRINT DESIGNATED PERSON RESPONSIBLE FOR PAYMENT)
filing a Land Use Review or Technical Document Review application for property
located at 3151 Pearl St. for the following
(PROPERTY ADDRESS OR LOCATION)
development review services: Concept Review and Comments
(SPECIFIC APPLICATION TYPES)

I understand that I will be obligated to pay hourly billing charges for P&DS reviewer services rendered following the initial city response (written comments) to the City of Boulder for this development review application and acknowledge the following:

1. I understand the City will not accept an application for processing unless the Applicant, as the designated person responsible for payment of development review services rendered, signs this Acknowledgement.
2. As the Applicant, I am responsible for paying all fees associated with this development review application.
3. I understand any billing mailed to the Applicant at this address and not returned to the City shall be considered by the City as being received. I may change the billing person and/or address under this paragraph by providing written notification, by U.S. Mail or hand delivery, of such change to:

City of Boulder
Planning and Development Services
Park Central Building, Third Floor
P.O. Box 791
Boulder, CO 80306

4. I understand the City has established, for some development review application types, a fee structure under Chapter 4-20, B.R.C. 1981, based upon an hourly rate for review services rendered. The hourly rate applies to P&DS reviewer services rendered following the initial city response (written comments). The fees in Section 4-20-43, "Development Application Fees," B.R.C. 1981, in place at the time such services are rendered shall be the basis for the rates charged by the City. The billing rates in Chapter 4-20, B.R.C. 1981 may be amended from time to time by the City Council.

5. I understand I will be billed every 30 days for P&DS reviewer services rendered in the previous 30 day billing cycle. I realize the City will stop its review of the application for failure to pay the fees when due. I understand that Section 2-2-10, "Delinquent Fees and Set-offs or Refunds Due," B.R.C. 1981, states that if any "payment is delinquent for a period of thirty (30) days or more, the city manager shall furnish no further services, other than services for which no specific fee is charged, to any person who owes such payment to the City, until such delinquent payment is made."
6. I understand that all fees associated with the application shall be paid in full before the City will take final action on the approval or denial of the application.
7. I understand that in the event of nonpayment of fees required to be paid by the Boulder Revised Code, in addition to all other remedies that it may have at law or equity the City may:
- a. Suspend processing the application. This suspension may involve the postponement of scheduled Planning Board or City Council hearings or meetings.
 - b. Terminate the processing of any application which is declared to be withdrawn because of inactivity under the provisions of Section 9-2-6 (e), B.R.C. 1981.
 - c. Collect the monies due in a manner provided for in Section 2-2-12, "City Manager May Certify Taxes, Charges, and Assessments to County Treasurer for Collection," B.R.C. 1981.
8. I understand acceptance of the application for filing does not necessarily mean that the application is complete under the applicable requirements of the Boulder Revised Code. All City ordinances, regulations, codes, policies and procedures shall be applicable to the review, use, and development of the property.



SIGNATURE OF APPLICANT

3/7/11

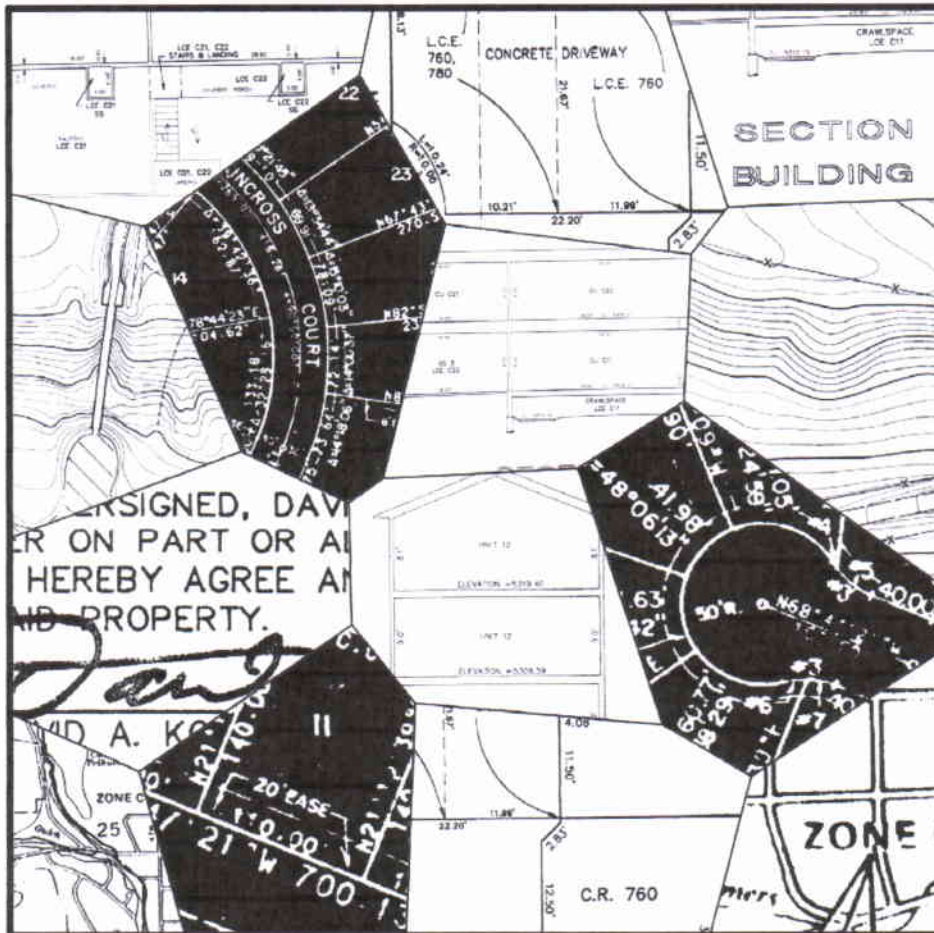
DATE

PRES. / PEDERSEN DEVELOPMENT CO.

TITLE AND COMPANY

Concept Plan Review and Comment

Attachment to *Land Use Review Application*



City of Boulder Planning and Development Services Center
1739 Broadway, third floor
Mail: P.O. Box 791 Boulder, CO 80306-0791
Phone: 303-441-1880, Fax: 303-441-3241
Web: boulderplandevlop.net

Revised Sept. 2007
204.pdf

SECTION ONE - CONCEPT PLAN REVIEW AND COMMENT

GENERAL INFORMATION

How to Use this Attachment

Section One of this attachment contains general information about the review type, and the process used to review your application. Keep this section as a reference while your application proceeds through review.

Section Two contains material that **you are required to fill out, detach, and submit with your application.** The Application Submittal Requirements checklist describes the minimum information to include in your application. Your application will not be accepted for review unless all the information is present.

Use the information in this attachment to prepare your application. The information in this, and related, attachments **identifies the criteria that will be used to evaluate your application.** Your application should **focus on demonstrating how your proposal complies with all the criteria.** Effective use of this attachment will help you avoid costly revisions to your application later.

Concept Plan Review and Comment Summary

The purpose of a concept plan review and comment process is to evaluate **conceptual** site development **options** at an early stage. It provides an opportunity to “test” development options before investing in creation of detailed plans and engineering. A concept plan will help determine a general development plan for a site as well as to identify any additional regulatory processes required prior to development. The concept plan review and comment process also can identify any additional constraints and opportunities for the development of the site.

This step provides the applicant an opportunity early in the development review process to get comments from the Planning Board as to whether the concept plan addresses city requirements as set forth in its adopted ordinances, plans and policies.

Your application for Concept Plan Review and Comment is **not subject to approval or denial.** It is simply a **non-binding** opportunity to begin a dialogue with staff, the community and the Planning Board about your potential project. You are encouraged to begin the process with general schematic plans **that illustrate the variety of site design alternatives you have considered**, and an analysis that explains the strengths and limitations of each.

After completing the Concept Plan Review and Comment process, you might find it helpful to refine your concept based on the comments received, and then submit an additional Concept Plan application to obtain review and comment on your refined concept. This **iterative approach** may assist in developing a concept that can later proceed through the site review process more quickly.

Staff Review

After an application has been submitted, a Planning and Development Services Department **case manager is assigned** and the city's Development Review Committee (comprised of multi-department staff) reviews the concept plan for compliance with adopted ordinances, plans, and policies of the city. **The DRC review takes three weeks, once it has started the review track.**

A Planning Board date for the public hearing will be scheduled after your application has been accepted for review. The hearing date is **typically 8 to 12 weeks after the application has started the review track.**

The DRC review findings are compiled in writing (Development Review Results and Comments) and forwarded to the applicant. The applicant then decides whether or not to go forward to the Planning Board for a public hearing. **Revisions are not accepted for Concept Plan Review and Comment applications.** However, a new application with fee may be filed at any time if the applicant wishes to propose a revised concept.

Planning Board Review

Two weeks prior to the Planning Board hearing, the DRC review findings and the applicant's concept plan are packaged together and forwarded to the Planning Board for its review and comment.

Planning Board holds public meetings which provide opportunities for public comment on applications. Notification of the meetings are published in the *Sunday Camera*. After the public meeting, the Planning Board will provide additional comments on the application using the guidelines for review and comments found in Section 9-2-13(g) B.R.C.1981, as described below:

- (1) Characteristics of the site and surrounding areas, including, without limitation, its location, surrounding neighborhoods, development and architecture any known natural features of the site including, without limitation, mature trees, watercourses, hills, depressions, steep slopes and prominent views to and from the site;
- (2) Community policy considerations including, without limitation, the review process and likely conformity of the proposed development with the Boulder Valley Comprehensive Plan and other ordinances, goals, policies, and plans, including, without limitation, subcommunity and subarea plans;
- (3) Applicable criteria, review procedures, and submission requirements for a site review;
- (4) Permits that may need to be obtained and processes that may need to be completed prior to, concurrent with, or subsequent to site review approval;
- (5) Opportunities and constraints in relation to the transportation system, including, without limitation, access, linkage, signalization, signage, and circulation, existing transportation system capacity problems serving the requirements of the transportation master plan, possible trail links, and the possible need for a traffic or transportation study;
- (6) Environmental opportunities and constraints including, without limitation, the identification of wetlands, important view corridors, floodplains and other natural hazards, wildlife corridors, endangered and protected species and habitats, the need for further biological inventories of the site and at what point in the process the information will be necessary;
- (7) Appropriate ranges of land uses; and
- (8) The appropriateness of or necessity for housing.

The information gathered through this process can then be used by the application to prepare an application for site review (per Section 9-2-14, B.R.C. 1981) in addition to any other regulatory approvals that may be necessary to develop the site.

THRESHOLDS FOR CONCEPT PLAN REVIEW AND COMMENT AND SITE REVIEW APPLICATIONS

Excerpt of City Code Paragraph 9-2-14(b)

(1) Development Review Thresholds

- (A) Minimum Thresholds:** No person may apply for a site review unless the project exceeds the thresholds for the "minimum size for site review" category set forth in Table 2-2, Site Review Threshold.
- (B) Site Review Required:** No person may apply for a subdivision or a building permit for a project that exceeds the thresholds for the "site review required" category set forth in Table 2-2, below, until a site review has been completed.
- (C) Common Ownership:** All contiguous lots or parcels under common ownership or control, not subject to a planned development, planned residential development, planned unit development or site review approval, shall be considered as one property for the purposes of determining whether the maximum site review thresholds below apply. If such lots or parcels cross zoning district boundaries, the lesser threshold of the zoning districts shall apply to all of the lots or parcels.

TABLE 2-2: SITE REVIEW THRESHOLD TABLE

Zoning District Abbreviation	Use	Form	Intensity	Minimum Size For Site Review	Concept Plan & Site Review Required	Current Zone
A	A	a	1	2 acres	-	(A-E)
BC-1	B3	f	15	1 acre	3 acres or 50,000 sq. ft. of floor area	(CB-D)
BC-2	B3	f	19	1 acre	2 acres or 25,000 sq. ft. of floor area or any site in BVRC	(CB-E)
BCS	B4	m	28	1 acre	3 acres or 50,000 sq. ft. of floor area	(CS-E)
BMS	B2	o	17	0	3 acres or 50,000 sq. ft. of floor area	(BMS-X)
BR-1	B5	f	23	0	3 acres or 50,000 sq. ft. of floor area	(RB-E)
BR-2	B5	f	16	0	3 acres or 50,000 sq. ft. of floor area	(RB-D)
BT-1	B1	f	15	1 acre	2 acres or 30,000 sq. ft. of floor area	(TB-D)
BT-2	B1	c	21	0	2 acres or 30,000 sq. ft. of floor area	(TB-E)
DT-1	D3	p	25	0	1 acre or 50,000 sq. ft. of floor area	(RB3-E/X)
DT-2	D3	p	26	0	1 acre or 50,000 sq. ft. of floor area	(RB2-X)
DT-3	D3	p	27	0	1 acre or 50,000 sq. ft. of floor area	(RB2-E)
DT-4	D1	q	27	0	1 acre or 50,000 sq. ft. of floor area	(RB1-E)
DT-5	D2	p	27	0	1 acre or 50,000 sq. ft. of floor area	(RB1-X)
IG	12	f	22	2 acres	5 acres or 100,000 sq. ft. of floor area	(IG-D/E)
IM	13	f	20	2 acres	5 acres or 100,000 sq. ft. of floor area	(IM-D/E)
IMS	14	r	18	0	3 acres or 50,000 sq. ft. of floor area	(IMS-X)
IS-1	I1	f	11	2 acres	5 acres or 100,000 sq. ft. of floor area	(IS-E)
IS-2	I1	f	10	2 acres	5 acres or 100,000 sq. ft. of floor area	(IS-D)
MH	MH	S	-	5 or more units are permitted on the property	-	(MH-E)
MU-1	M2	i	18	0	1 acre or 20 dwelling units	(MU-D)
MU-2	M3	r	18	0	3 acres or 50,000 sq. ft. of floor area	(RMS-X)
MU-3	M1	n	24	5 or more units are permitted on the property	1 acre or 20 dwelling units, or 20,000 sq. ft. of non-residential floor area	(MU-X)

TABLE 2-2: SITE REVIEW THRESHOLD TABLE

Zoning District Abbreviation	Use	Form	Intensity	Minimum Size For Site Review	Concept Plan & Site Review Required	Current Zone
P	P	c	5	2 acres	5 acres or 100,000 sq. ft. of floor area	(P-E)
RE	R1	b	3	5 or more units are permitted on the property	-	(ER-E)
RH-2	R6	c	12	0	2 acres or 20 dwelling units or less than 3200 sq. ft. of lot area / dwelling unit	(HZ-E)
RH-3	R7	i	14	5 or more units are permitted on the property	2 acres or 20 dwelling units	(HR1-X)
RH-4	R6	h	15	5 or more units are permitted on the property	2 acres or 20 dwelling units	(HR-D)
RH-5	R6	c	19	5 or more units are permitted on the property	2 acres or 20 dwelling units	(HR-E)
RL-1	R2	d	4	5 or more units are permitted on the property	3 acres or 18 dwelling units	(LR-E)
RL-2	R2	g	6	5 or more units are permitted on the property	3 acres or 18 dwelling units	(LR-D)
RM-1	R3	g	9	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MR-D)
RM-2	R2	d	13	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MR-E)
RM-3	R3	j	13	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MR-X)
RMX-1	R4	d	7	5 or more units are permitted on the property	2 acres or 20 dwelling units	(MXR-E)
RMX-2	R5	k	8	0	2 acres or 20 dwelling units	(MXR-D)
RR-1	R1	a	2	5 or more units are permitted on the property	-	(RR-E)

(3) Exceptions: The following developments that exceed the maximum site review thresholds set forth in this Section shall not be required to complete a site review:

- (A)** Minor modifications and amendments to approved development review applications;
- (B)** Building permits for additions to existing structures that do not exceed a cumulative total, over the life of the building, of 25 percent of the size of the building on which the addition is proposed and that do not alter the basic intent of an approved development;
- (C)** Subdivisions solely for the purpose of amalgamating lots or parcels of land;
- (D)** Subdivisions solely for the purpose of conveying property to the city; and
- (E)** City of Boulder public projects that are otherwise required to complete a public review process.

CONCEPT PLAN REVIEW AND COMMENT - SECTION TWO

APPLICATION SUBMITTAL CHECKLISTS AND FORMS

Submit with your application.

Section Two contains:

- Application Submittal Requirements checklist
- Sign Posting Requirements Acknowledgement form

These documents must be filled out completely and submitted with your application, in the quantities specified on the Land Use Review application form and on the Concept Plan Review and Comment Application Requirements checklist.

CONCEPT PLAN REVIEW AND COMMENT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

Submit with your application.

All required materials must be included in order for an application to be accepted by the Planning and Development Services Center. Incomplete applications will not be accepted and will be returned to the applicant.


All application materials must be submitted in 15 collated packets, with one complete packet marked "Original." Each packet must contain one of each required plan, statement, etc. Every packet must include a cover sheet that clearly indicates the contents of the packet. Where fewer than 15 copies of an item are required, the cover sheet should clearly indicate the packets that contain those items.

Complete the checklist below, marking those items as they are included in your application submittal, and sign at the end. The checklist is intended to assist the applicant in collecting all of the required materials and to assist the Planning and Development Services Center in determining that all of the application requirements are met.

Application Requirements

- ☒ (1) A complete **Land Use Review Application** form, including signatures by or the written consent of the owners of all property to be included in the development.
- ☒ (2) A completed **Sign Posting Acknowledgment** form, signed by the applicant.
- ☒ (3) Fifteen (15) copies of a **context map**, drawn to scale, showing the site and an area of not less than 300 feet radius around the site, including streets, zoning, general location of buildings, and parking areas of abutting properties.
- ☒ (4) Fifteen (15) copies (18"x24" or 24"x36") folded to 9"x12", of a scaled and dimensioned **schematic drawing of the site development concept**, and an area of not less than 200 feet around the site, showing:
 - ☒ (A) Access points and circulation patterns for all modes of transportation;
 - ☒ (B) Approximate locations of trails, pedestrian and bikeway connections, on-site transit amenities, and parking areas;
 - ☒ (C) Approximate location of major site elements, including buildings, open areas, natural features such as watercourses, wetlands, mature trees, and steep slopes; and
 - ☒ (D) Proposed land uses and approximate location.
- ☒ (5) Two (2) copies of the **trip generation analysis** and **trip distribution analysis** in accordance with sections 2.03(J) and 2.03(K) of the City of Boulder Design and Construction Standards.
- ☒ (6) Fifteen (15) copies of **architectural character sketches** showing building elevations and materials; and
- ☒ (7) Fifteen (15) copies of a **written statement** that describes, in general how the proposed development meets Title 9, "Land Use Regulation," B.R.C. 1981, city plans and policies, and addresses the following:
 - ☒ (A) Techniques and strategies for environmental impact avoidance, minimization, or mitigation;

- ☒ (B) Techniques and strategies for practical and economically feasible travel demand management techniques, including, without limitation, site design, land use, covenants, transit passes, parking restrictions, information or education materials or programs that may reduce single-occupant vehicle trip generation to and from the site; and
- ☒ (C) Proposed land uses and if it is a development that includes residential housing type, mix, sizes, and anticipated sale prices, the percentage of affordable units to be included; special design characteristics that may be needed to assure affordability.
- ☒ (8) The concept plan review fee, as stated on the Land Use Review Application Form.
**SEE CHARLES FERRO*
- ☒ (9) Any other information that the applicant wishes to submit.


(signature of person who filled out checklist)

SCOTT PEDERSEN
(print name)